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Estimated	Audit / Consultation	Type of			
Time	Number	Engagement	Unit	Scope	Report Due Date
5 Weeks -					
Fiscal				Evaluate Master List of Centralized Locations for	
Quarter 1:				Contracts by comparing to best practices including	
10/1/2020			(1.) City of Galveston (2.) Park	key processes, key risks, key controls,	
thru		Contract Monitoring	Board of Galveston (3.) Port of	documentation, monitoring and ensuring	
12/31/2020	CMS-2021-1	System (CMS)	Galveston	transparency and accountability.	March 25, 2021
5 Weeks -					
Fiscal					
Quarter 1:				Evaluate Internal Controls for Cash by comparing	
10/1/2020		Financial &		to best practices including key processes, key	
thru		Compliance Policy	(1.) City of Galveston (2.) Park	risks, key controls, documentation, monitoring	
12/31/2020	F&CPG-2021-1	Group (F&CPG)	Board of Galveston	and ensuring transparency and accountability.	March 25, 2021
1 Week -					
Fiscal				Perform the HOT Tax Audit Program by comparing	
Quarter 1:				to best practices including key processes, key	
10/1/2020				risks, key controls, documentation, monitoring,	
thru				and ensuring transparency and accountability to	Rolled Over to
12/31/2020	HOT-2021-1	Revenue Monitoring	(1.) Park Board of Galveston	collect the appropriate HOT Tax Due.	October 2021
1 Week -				Perform the Sales Tax Collections Program for	
Fiscal				Commercial Remodeling Labor by comparing to	
Quarter 1:				best practices including key processes, key risks,	
10/1/2020				key controls, documentation, monitoring, and	
thru				ensuring transparency and accountability to	Rolled Over to
12/31/2020	SALES-2021-1	Revenue Monitoring	(1.) City of Galveston	collect the appropriate Sales Tax Due.	October 2021

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Estimated	Audit / Consultation	Type of			
Time	Number	Engagement	Unit	Scope	Report Due Date
5 Weeks -					
Fiscal				Evaluate Purchasing / Procurement Polices to	
Quarter 2:				Contracts by comparing to best practices including	
1/1/2021			(1.) City of Galveston (2.) Park	key processes, key risks, key controls,	
thru		Contract Monitoring	Board of Galveston (3.) Port of	documentation, monitoring and ensuring	
3/31/2021	CMS-2021-2	System (CMS)	Galveston	transparency and accountability.	April 2021
5 Weeks -					
Fiscal				Evaluate Internal Controls for Budgeting by	
Quarter 2:				comparing to best practices including key	
1/1/2021		Financial &		processes, key risks, key controls, documentation,	
thru		Compliance Policy	(1.) City of Galveston (2.) Park	monitoring and ensuring transparency and	
3/31/2021	F&CPG-2021-2	Group (F&CPG)	Board of Galveston	accountability.	May 2021
1 Week -					
Fiscal				Perform the HOT Tax Audit Program by comparing	
Quarter 2:				to best practices including key processes, key	
1/1/2021				risks, key controls, documentation, monitoring,	
thru				and ensuring transparency and accountability to	Rolled Over to
3/31/2021	HOT-2021-2	Revenue Monitoring	(1.) Park Board of Galveston	collect the appropriate HOT Tax Due.	October 2021
1 Week -				Perform the Sales Tax Collections Program for	
Fiscal				Commercial Remodeling Labor by comparing to	
Quarter 2:				best practices including key processes, key risks,	
1/1/2021				key controls, documentation, monitoring, and	
thru				ensuring transparency and accountability to	
3/31/2021	SALES-2021-2	Revenue Monitoring	(1.) City of Galveston	collect the appropriate Sales Tax Due.	October 2021
3/31/2021	JALLJ-2021-2	nevenue Monitoring	(1.) City of Gaiveston	concet the appropriate sales rax bue.	October 2021

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Estimated Time	Audit / Consultation Number	Type of Engagement	Unit	Scope	Report Due Date
5 Weeks - Fiscal Quarter 3 & 4: 6/1/2021 thru	ITALIIDEI		(1.) City of Galveston (2.) Park Board of Galveston (3.) Port of	Evaluate Step by Step Processes for Nine (9) Contracts for City of Galveston Report by comparing to best practices including key processes, key risks, key controls, documentation, monitoring and ensuring transparency and accountability. The nine contracts are from February 2021. 1. Interamerican Motor LLC. 2. Car Parts & Equipment. 3. IEH Auto Parts. 4. Republic Parts Co. 5. Triad Marine & Industrial Suppply Inc. 6.Triad Marine & Industrial Suppply Inc. 7. Huntingtion Capital Markets. 8.	
7/3/2021	CMS-2021-3	System (CMS)	Galveston (3.) For tor	Alpha Testing. 9. Angelo Grasso. (Amendment 2).	
1 Week - Fiscal Quarter 3: 4/1/2021 thru 6/30/2021	HOT-2021-3	Revenue Monitoring	(1.) Park Board of Galveston	Perform the HOT Tax Audit Program by comparing to best practices including key processes, key risks, key controls, documentation, monitoring, and ensuring transparency and accountability to collect the appropriate HOT Tax Due.	
1 Week - Fiscal Quarter 4: 7/1/2021 thru 9/30/2021	HOT-2021-4	Revenue Monitoring	(1.) Park Board of Galveston	Perform the HOT Tax Audit Program by comparing to best practices including key processes, key risks, key controls, documentation, monitoring, and ensuring transparency and accountability to collect the appropriate HOT Tax Due.	

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Estimated	Audit / Consultation	Type of			
Time	Number	Engagement	Unit	Scope	Report Due Date
1 Week -				Perform the Sales Tax Collections Program for	
Fiscal				Commercial Remodeling Labor by comparing to	
Quarter 4:				best practices including key processes, key risks,	
7/1/2021				key controls, documentation, monitoring, and	
thru				ensuring transparency and accountability to	
9/30/2021	SALES-2021-4	Revenue Monitoring	(1.) City of Galveston	collect the appropriate Sales Tax Due.	October 2021
5 Weeks -					
Fiscal				Evaluate Step by Step Processes for Capital	
Quarter 4:				Projects Staff Report by comparing to best	
7/1/2021			(1.) City of Galveston (2.) Park	practices including key processes, key risks, key	
thru		Contract Monitoring	Board of Galveston (3.) Port of	controls, documentation, monitoring and ensuring	
9/30/2021	CMS-2021.5	System (CMS)	Galveston	transparency and accountability. (Amendment 1).	March 25, 2021
				Evaluate Step by Step Processes for One (1)	
5 Weeks -				Contracts for City of Galveston Report by	
Fiscal				comparing to best practices including key	
Quarter 3 &				processes, key risks, key controls, documentation,	
4: 6/1/2021			(1.) City of Galveston (2.) Park	monitoring and ensuring transparency and	
thru		Contract Monitoring	Board of Galveston (3.) Port of	accountability. Contract is for Mardi Gras.	
7/3/2021	CMS-2021-4	System (CMS)	Galveston	(Amendment 2).	October 2021